

Licensing Sub-Committee

9 June 2022



Time and venue:

10.00 am in the Ditchling and Telscombe Rooms - Southover House, Southover Road, Lewes, BN7 1AB

Membership:

Councillors; Sam Adeniji, Liz Boorman and Roy Clay

Reserve: Councillor Isabelle Linington

Quorum: 3

Published: Monday, 30 May 2022

Agenda

- 1 **Election of chair of the sub-committee for this meeting**
- 2 **Apologies for absence/declaration of substitute members**
- 3 **Declarations of interest**

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 **Application for a new Premises Licence Special Event Space, Southover Grange Gardens, 18 Eastport Lane, Lewes (Pages 3 - 82)**

Information for the public

Accessibility:

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Information for Councillors

Disclosure of interests:

Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

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Agenda Item 4

Report to: Licensing Sub-Committee

Date: 9 June 2022

Title: Application for a new Premises Licence Special Event Space, Southover Grange Gardens, 18 Eastport Lane, Lewes, BN7 1TL

Report of: Director of Service Delivery

Ward(s):

Purpose of report: To consider representations made against the new Premises Licence application under the Licensing Act 2003 and make a decision on the application.

Officer recommendation(s): To consider representations made against the new Premises Licence application under the Licensing Act 2003 and make a decision on the application.

Reasons for recommendations: Relevant representations made within consultation period

Contact Officer(s): Name: Michael Davis
Post title: Specialist Advisor - Licensing
E-mail: Michael.Davis@lewes-eastbourne.gov.uk
Telephone number: 07766254089

1 Introduction

- 1.1 Lewes District Council received an application for a new Premises Licence under the Licensing Act 2003 for Special Event Space, Southover Grange Gardens, 18 Eastport Lane, Lewes, BN7 1TL from Visit Lewes (**Appendix 1**)
- 1.2 Visit Lewes is the banner that Lewes District Council tourism department operate under of which Helen Browning-Smith is the Tourism Manager.
- 1.3 Visit Lewes submitted a Plan of the premises with the Licensable area outlined in red. (**Appendix 2**)
- 1.4 Visit Lewes submitted to Lewes District Council Licensing an event management plan for the proposed event 'Gin and Fizz' (**Appendix 3**)
- 1.5 Visit Lewes submitted to Lewes District Council Licensing an event risk assessment, which addresses noise in section 12 (**Appendix 4**)
- 1.6 Southover Grange Gardens is the outdoor, walled space attached to a historically significant Elizabethan Manor house in the center of Lewes town.

- 1.7 The special events space takes approximately one quarter of the gardens and is situated in the southeast corner of the plot.
- 1.8 The application is for one Saturday in June per year for an annual festival. The date of this years planned event is the 11th June 2022
- 1.9 The area that the application is for is open to the public for general, unlicensed recreational use all year round

2 The Application

- 2.1 An application for the grant of a new premises licence under the Licensing Act 2003 for the following licensable activities:

- 2.2 **Sale by Retail of Alcohol (on and off the premises)**

Saturday 12:00-22:00

One Saturday in June per year

- 2.2 **Recorded Music (Outside/Amplified music)**

Saturday 12:00-22:00

One Saturday in June per year

- 2.3 **Live Music (Outside/Amplified live music)**

Saturday 10:00-22:00

One Saturday in June per year

- 2.4 **Opening Hours**

Saturday 12:00-22:00

One Saturday in June per year for an annual festival

3 Licensing Objectives

3.1 When applying for a new premises licence under the Licensing Act 2003, the applicant is required to describe any steps they intend to take to promote the four Licensing Objectives as defined by the Licensing Act 2003. The Operating Schedule detailing these steps can be seen in the application form. This is included at (**Appendix 1**)

4 Consultation Process

4.1 The Licensing Act 2003 requires applicants to advertise both on the premises and in a local newspaper in order to inform the public of the application. The application details are also advertised on the council's website. Several "Responsible Authorities" have also been consulted as part of the process. There was a consultation period of 28 days, from 14th April 2022 to the 12th May 2022, for representations to be made. The applicant conformed with all the requirements as laid out within The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005.

4.2 During the consultation process one valid representation was submitted by a member of the public (**Appendix 5**). There were no representations submitted which were rejected.

5 The Decision Making Process - The Licensing Objectives

5.1 In their decision making, the Licensing Sub-Committee must act to promote the four Licensing Objectives. All carry equal weight as part of the process. The Licensing Objectives are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of children from Harm

5.2 A representation is a 'relevant representation' if it is about the likely effect of the grant of the licence on the promotion of the licensing objectives. The objector must establish that such a consequence is a likely effect of a grant (i.e. more probable than not)

6 Lewes District Council's Statement of Licensing Policy & Section 182 Guidance

6.1 Copies of the Council's Statement of Licensing Policy have previously been circulated to Members. A copy is also retained in the Members' Room.

6.2 Whilst each application will be considered on its merits, the Licensing Sub-Committee will act to promote the four licensing objectives and have due regard to:

- Lewes District Council’s Statement of Licensing Policy 2022
- Section 182 Guidance issued by the Home Office.

6.3 Lewes District Council’s Statement of Licensing Policy outlines the matters that the Authority will consider when determining matters under the Licensing Act 2003. An overview of the Licensing objectives referred in the relevant representation appears below.

6.4 Prevention of Public Nuisance

6.4.1 The Statement of Licensing Policy states that within the Operating Schedule, applicants will be required to demonstrate how they intend to prevent nuisance arising, disturbance occurring and mechanisms to protect amenities. The restriction of types of licensable activity, hours and imposition of conditions may be considered and applied as appropriate.

6.5 Protection of children from harm

6.5.1 The Statement of Licensing Policy requires that operating plans must specify the measures and management controls in place to protect children from harm. Conditions can be placed to restrict access to children to the premises during certain times or when certain licensable activities are taking place. The restriction of types of licensable activity, hours and imposition of conditions may be considered and applied as appropriate.

7 Representations

7.1 A copy of the representations are included at **Appendix 5**, however a summary appears below:

<p>‘Interested Parties’ One representation has been received, the representation has made comments under Prevention of Public Nuisance and Protection of children from harm</p>
<p>Representations from Responsible Authorities</p> <p>The following summarises whether representations have been received from responsible authorities:</p> <ul style="list-style-type: none"> ➤ Sussex Police – No representation. ➤ Lewes District Council (Specialist Advisor) Environmental Health – No representation ➤ Lewes District Council (Specialist Advisor) Health and Safety – No representation.

- **Lewes District Council (Specialist Advisor) Planning – No representation.**
- **Lewes District Council (Specialist Advisor) Licensing – No representation**
- **East Sussex Fire and Rescue Service – No representation**
- **Area Child Protection Team– No representations**
- **Trading Standards (East Sussex County Council) – No representation.**
- **Primary Care Trust- No representation**

7.2 Mediation was offered to the applicant who considered it to be unsuitable for this application.

8 Options open to the Sub-Committee

8.1 The Licensing Sub-Committee shall take the steps it considers appropriate for the promotion of the Licensing Objections and may:

- Grant the Licence in the same terms as it was applied for.
- Grant the Licence but modify the conditions as appropriate for the promotion of the licencing objectives.
- Grant the Licence but modify the hours of licensable activity as appropriate for the promotion of the licensing objectives.
- Reject the application.

8.2 The Sub-Committee are asked to note the procedures relating to this hearing which are contained in The Licensing Act 2003 (Hearing) Regulations 2005, as amended.

8.3 In determining what, if any, conditions should be attached to a licence, these should only be imposed where it is considered appropriate and proportionate on a case-by-case basis. The applicant, any person or any Responsible Authorities may also suggest conditions to address concerns as a means to promote the Licensing Objectives. The Sub-Committee may not impose any condition unless its discretion has been exercised following receipt of a relevant representation and is satisfied that it is appropriate to promote one or more of the licensing objectives.

9 Financial appraisal

9.1 The cost of delivering the licensing function is fully covered by the Licensing fees.

9.2 A decision made by the Sub Committee may be appealed by any party to the proceedings to a Magistrates' Court. Costs associated with this matter and incurred by any party, may in certain circumstances be awarded against the

Council. The impact of these additional costs (if any) will therefore need to be met from within existing revenue budgets.

10 Legal implications

- 10.1 Under section 18 Licensing Act 2003 (as amended), following receipt of an application for a premises licence if relevant representations are received, unless all parties agree that a hearing is unnecessary, the Licensing Authority must hold a hearing. At the hearing the Sub Committee shall, having regard to the representations, take such steps as it considers appropriate for the promotion of the licensing objectives. The relevant options are outlined in para. 8.1 of this Report.
- 10.2 The Licensing Sub Committee should be mindful of requirements and responsibilities placed on them by other legislation, in addition to those contained within the Licensing Act 2003. These include, but are not limited to, having due regard to the Equality Act 2020, the Human Rights Act 1998 and the Crime and Disorder Act 1998.
- 10.3 Under section 181 and Schedule 5 Licensing Act 2003 there is a right of appeal to the Magistrates' Court in respect of applications for new licences. This right of appeal is open both to the applicant and to any person who has made relevant representations. The appeal application must be made within 21 days of the written notification of the Sub Committees decision to the appellant.
- 10.4 The Legal section considered this Report on 27 May 2022 (Iken 11105-LDC-MW).

11 Risk management implications

- 11.1 There are no risks associated with the content of this report.

12 Equality analysis

- 12.1 An Equality Analysis is not constructive in this instance.

13 Environmental sustainability implications

- 13.1 There are no sustainability and/or carbon reduction implications associated with this report.

14 Appendices

- 14.1
- Appendix 1 - Application for a new premises licence under the Licensing Act 2003
 - Appendix 2- Application Plan submitted for Premises Licence Application.

- Appendix 3- Gin and Fizz event management plan
- Appendix 4- Gin and fizz event risk assessment
- Appendix 5 – Valid Representations made against the Application

15 Background papers

15.1 The background papers used in compiling this report were as follows:

- Section 182 Statutory Guidance to the Licensing Act 2003
- Lewes District Council Licensing Statement 2017-2022
- Human Rights Act 1998
- Equality Act 2010
- Crime and Disorder Act 1998

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Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Visit Lewes

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Special Event Space Southover Grange Gardens 18 Eastport Lane			
Post town	Lewes	Postcode	BN7 1TL

Telephone number at premises (if any)	N/a
Non-domestic rateable value of premises	£ none found on gov.uk

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	please complete section (B)
	ii	as a partnership (other than limited liability)	please complete section (B)
	iii	as an unincorporated association or	please complete section (B)
	iv	other (for example a statutory corporation)	<input checked="" type="checkbox"/> please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
I am making the application pursuant to a statutory function or
a function discharged by virtue of Her Majesty's prerogative

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

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Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Visit Lewes
Address Lewes District Council Southover House Southover Road Lewes BN7 1AB

Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) District Council Tourism department
Telephone number (if any) 01273 085022
E-mail address (optional) helen.browning-smith@lewes-eastbourne.gov.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	0	062022

If you wish the licence to be valid only for a limited period, when do you want it to end? **N/a**

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
Southover Grange Gardens is the outdoor, walled space attached to a historically significant Elizabethan manor house in the centre of Lewes town. The gardens are maintained by Lewes District Council, and are a popular destination for locals and visitors. The House is now used a Register Office by East Sussex County Council.

The Special Events Space takes up approximately 1/4 of the Gardens, and is situated in the south east corner of the plot, as far away from the House as possible. The Southover Grange plot is bisected by the Winterbourne stream, which has rails either side and forms the northern boundary of the Events Space.

This area has been used by Lewes District Council and hired out to third parties for sporting events, plays, performances and festivals for several years, though it has never been the subject of a premises licence.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

N/a

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	
b) films (if ticking yes, fill in box B)	

c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	✓
f)	recorded music (if ticking yes, fill in box F)	✓
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	✓

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Please give further details here (please read guidance note 4)	
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place <u>indoors or outdoors or both</u> – please <u>tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		✓	O u t d o o r s
				Both	
Mon			Please give further details here (please read guidance note 4) Amplified live music		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5) One Saturday in June per year		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	10.00	22.00			
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				• O u t d o o r s	
				Both	
Day	Start	Finis h	Please give further details here (please read guidance note 4) Amplified recorded music		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 5) One Saturday in June per year		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat	10.00	22.00			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finis h		Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
				• Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) One Saturday in June per year		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	12.00	22.00			
Sun					
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	Alexander Graham Horridge
Date of birth	06/03/1989
Address	103 Rattle Road Westham East Sussex
Postcode	BN24 5DH
Personal licence number (if known)	1320/52031
Issuing licensing authority (if known)	Eastbourne Borough Council

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/a

L

<p>Hours premises are open to the public Standard days and timings (please read guidance note 7)</p>			<p>State any seasonal variations (please read guidance note 5) One Saturday in June per year for an annual festival.</p>
Day	Start	Finish	
Mon			<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) This area is open to the public for general, unlicensed, recreational use all year round</p>
Tue			
Wed			
Thur			
Fri			
Sat	12.00	22.00	
Sun			

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M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

1. There will be full liaison with the relevant responsible authorities prior to and if and as necessary during the event. The event will be operated and managed in accordance with the Event Management Plan including its appendices, this licence and its conditions and statutory and regulatory requirements.
2. The licence holder will notify the Licensing Authority in February each year of the exact date of the event and submit the Event Management Plan (including all of its appendices- together called 'the EMP')
3. The licence holder will abide by the EMP for this event.
4. The Licensing Authority and Sussex Police shall have free access to all parts of the licensed premises at all times licensable activity is taking place or when open to members of the public, for the purpose of inspection to ensure compliance with the terms and conditions of the premises licence and to ensure the promotion of the licensing objectives.
5. The named Designated Premises Supervisor will be on site at all times licensable activities are taking place. In the event of unforeseen circumstances that make this not possible, Police will be notified of who will be responsible on site and this person must hold a Personal Licence and have it on their person.

b) The prevention of crime and disorder

6. SIA registered security will be employed as per numbers confirmed within the Event Management Plan.
7. At all times alcohol is being served, at least one (1) SIA registered security person will be located within the main marquee, and another in the outdoor area.
8. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at the end of the event. The log book will be kept on the premises and be available for inspection at all times the premises are open by authorised officers and staff of the Licensing Authority or the police. An incident will be defined as being one which involves an allegation of a criminal offence. Any refusals made for alcohol service e.g. underage, will also be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept for a minimum of six (6) months.

c) Public safety

9. All alcoholic or non-alcoholic drinks sold by the glass will be dispensed into plastic glasses. Any glass bottles of wine sold for consumption on site will be collected once empty and disposed of in a glass recycling container. Bottles sold for consumption off site will remain sealed.

As the event is on grass, the risk of breakages and resulting injury is minimal.

d) The prevention of public nuisance

10. The licence holder will abide by the Noise Control section of the EMP for this event.

11. Letter drop to residences in the immediate vicinity will take place in the weeks leading up to the event. Contact details of the Event Manager will be provided for any concerns as well as a point of contact during the event should there be any issues on the day.

e) The protection of children from harm

12. The premises will operate a "Challenge 21" policy whereby any person attempting to buy alcohol who appears to be under 21 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of recommended forms of ID may be amended or revised with the prior written agreement of Sussex Police, the Licensing Authority and Trading Standards without the need to amend the licence or conditions attaching to it.

13. Signage advertising the "Challenge 21" policy will be displayed in prominent locations in the premises.

Checklist:

Please tick to indicate agreement


•	I have made or enclosed payment of the fee.	X	
•	I have enclosed the plan of the premises.		x
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.		x
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. To follow		
•	I understand that I must now advertise my application.		x
•	I understand that if I do not comply with the above requirements my application will be rejected.		
•	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).		x

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	14 th April 2022
Capacity	Visit Lewes Manager, Lewes District Council

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
-----------	--

Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Helen Browning-Smith 187 High Street			
Post town	Lewes	Postcode	BN7 2DE
Telephone number (if any)	07920 590625		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) Helen.browning-smith@lewes-eastbourne.gov.uk			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling

with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.
 15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:
 - A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
 - does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

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Electrical Requirement

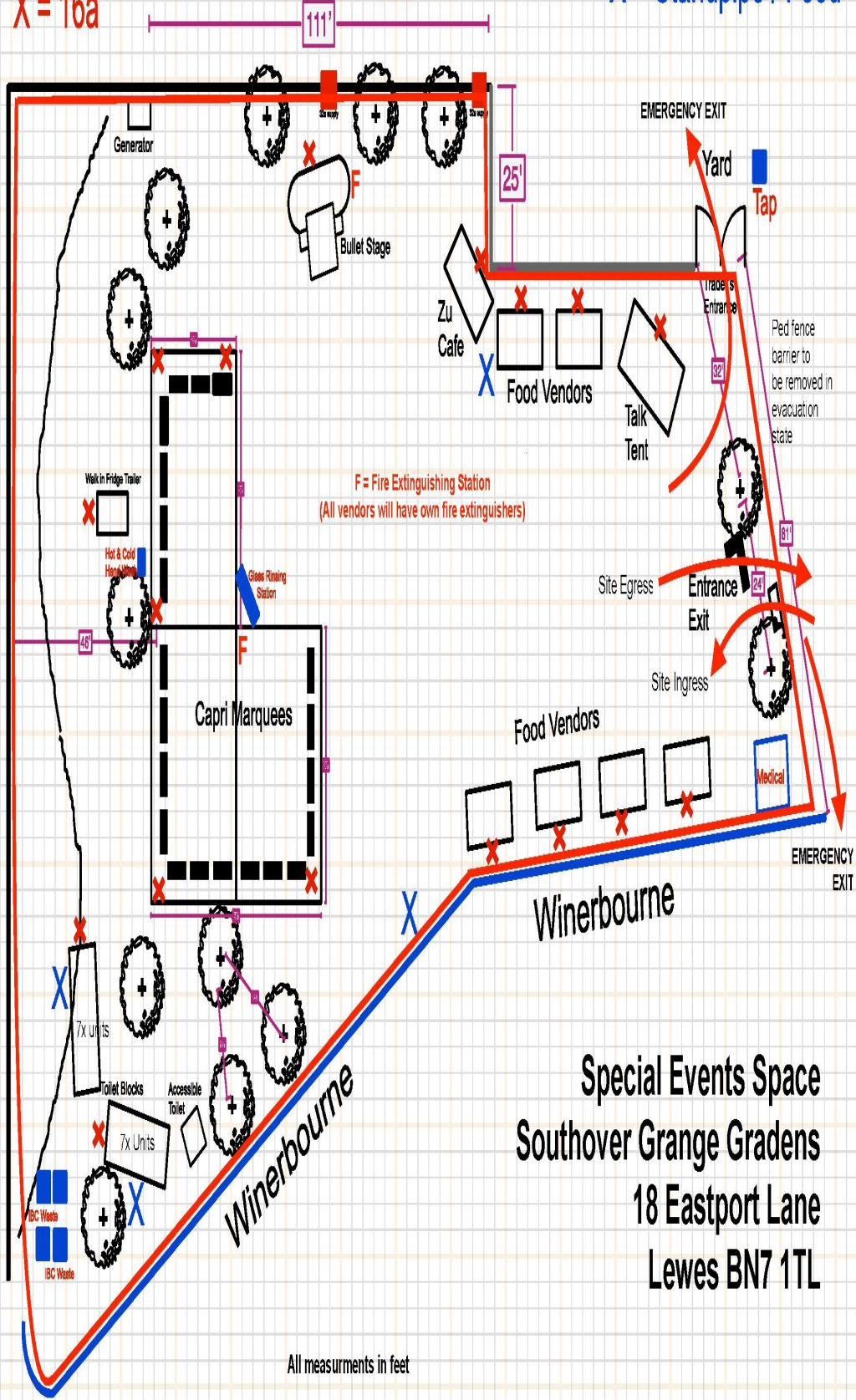
Licensable = _____

Water Requirement

X = 16a

Area

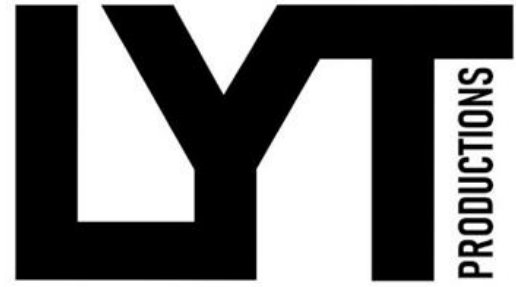
X = Standpipe / Feed



Special Events Space
 Southover Grange Gardens
 18 Eastport Lane
 Lewes BN7 1TL

All measurements in feet

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LYT Productions

Gin & Fizz 2022

Event Management Plan V1

Client:
Event:
Date:
Last Edit:

Lewes District Council
Sussex Gin & Fizz Festival 2022
Saturday 11th June 2022
Wednesday 13th April 2022

Event Management Plan produced on behalf of LYT Productions by Ben Phelps
Edited and Approved by Phil Rose

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Introducti on

Preface to Document

This document forms the working operational instructions and procedures for Sussex Gin & Fizz Festival at the Grange Gardens in Lewes, hereafter referred to as the **Event**. This is a draft of this document and so is a working document which will be developed over in preparation for the event. We welcome any input from all interested parties, statutory authorities, and collaborators towards this documentation. The final operational event manual will be used by all key event staff and emergency personnel during the build, operation, and break periods of the Event.

This manual is a confidential document and should not be reproduced in any way without prior written permission from Phil Rose or Ben Phelps. This information is accurate to date as of 13th April 2022.

Purpose of Event Management Plan

The objective of the Event Management Plan is to explore the operational aspects and necessary safety measures that must be considered in order to deliver a safe and successful event. As this event is considered an annual event on the Lewes Events calendar, the observations and plans within this document will be similar to the previous events, with additional learnings based on the experiences from similar events, including the sister event 'Gin & Fizzmas'. All operations will be carried out in line with the latest Event Safety Guide ('Purple Guide') recommendations. In a rapidly changing world situation, due to the COVID-19 pandemic, we will write this guide on the best predictions of the situation during the time of the event. The health situation will be constantly monitored, and this guide will be adjusted accordingly, although at present we are running the event in line with the UK Governments 'living with Covid' guidance.

The main role of this document in terms of delivery of the event is to ensure that all relevant staff, partners, statutory authorities, and outside agencies receive the necessary information in relation to the Event, ensuring, as far as is reasonably practicable, the safety of all those involved or affected by the event.

The intention is to ensure a safe and worthwhile event for the audience, participants and all those involved.

Event Overview

The Sussex Gin & Fizz Festival 2022 is a Gin and Sparkling wine festival, hosted by Lewes District Council at The Grange Gardens in Lewes. This event forms part of the annual event cycle, hosted by Lewes District Council. The event hasn't ran since 2019 due to Covid-19 restrictions on events, however it is now back and aims to be the most successful iteration yet, especially following the successful running of it's festive sister event 'Gin & Fizzmas'. This is the first time that LYT Productions have organised this event.

The event is ticketed and has been split up into two separate ticketed sessions on the event day. On the Saturday 11th June, there will be two sessions. A session aimed at families will run from 1pm-5pm & then a session aimed at adults only from 6pm – 10pm. Even though all sessions will offer similar attractions, the atmosphere and music will have the largest differentiating factor. The one hour change over time between the two sessions will allow for the event team to reset the venue, clear any litter and prepare for the evening session.

The Licensing for the event is still be considered by LDC, however discussions are in place with the Licensing officer at LDC - A premises licence is deemed appropriate and applied for - awaiting conditions.

The audience profile of the family sessions is anticipated to be 30-50 year olds, predominantly in family groups with children with a 50:50 female/male split. The evening session is anticipated to be 20-45 year olds with a 60:40 female/male split.

The build starts during the day on Thursday 9th June and the site will be clear by the evening of Monday 13th. The site sits within public gardens, however LYT Productions will have the ability to close the event site area during the build and load out.

All stallholders will be offering small free samples at their stalls, with the ability to sell their drinks by the glass/bottle. With emphasis being made of reusing glassware. PET Plastic cups will be handed to attendee's at the entrance and glass washing facilities will be made available.

All stallholders to be given reminder information by Event Management regarding responsible sales, ID checks etc.

Event Organisation and Statement of Intent

The Event Organiser for Gin & Fizz 2022 is Lewes District Council, who is responsible for the Health Safety and Welfare of their Staff. LYT Productions and LDC are jointly responsible for the Health and Safety of the attendees and other persons not in their employment affected by their undertaking. LYT Productions will provide the event production services. LYT Productions have also been tasked to prepare the Event Management Plan and Event Risk Assessments.

The event will include the following Licensable Activities:

- The provision of regulated entertainment; live music; recorded music; performance of dance; and things of similar description.
- Provision of entertainment facilities for: making music; dancing; entertainment of similar description.
- The sale of alcohol by retail.

The plan is to deliver all entertainment element of the licensable activity between the hours of 1pm and 10pm on Saturday 11th June 2022.

This Event Document is the detailed plan produced under the principles set out in this Operating Schedule is to be read in conjunction with the **PREMISIS LICENCE - ADD n]ref numbers and designated person** is not effective until such times as specified in this document, and only within the area set out in the plan.

Lewes District Council will have the final sign off of all safety documentation and will hold joint responsibility of implementing the outlined policies with LYT Productions.

Health and Safety Policy Statement

This plan and company policy is designed to help us manage our work effectively and safely.

Event working environments are potentially hazardous areas, and therefore are controlled environments. A Health and Safety Policy will be in place and implemented by Lewes District Council as the owners of the Event Space, which also covers all LDC employee's and their related activities.

It is the policy of Lewes District Council and LYT Productions to promote the highest possible standards of health and safety to lead to the avoidance or reduction of risks to the health and safety of all persons who may be affected by their work activities, and to ensure compliance with all current legislation, in particular the 'Health and Safety at Work etc. Act (1974).

Lewes District Council makes specific commitments to its Clients, Freelance Workers, Contractors and Venue with regards to working safely, personal safety, care of the environment and being mindful of safety when planning live events. Lewes District Council considers that these issues are the responsibility of the organisation's Directors, and rank equally with that of finance, marketing, and commercial issues.

Legal Duties and Responsibilities

Lewes District Council and LYT Productions recognises and implements the following guidance:

- Management of Health and Safety at Work Regulations 1999
- The Purple Guide (online version)
- HSG154: Managing crowds safely: A guide for organisers at events and venues
- Regulatory Reform (Fire Safety) Order 2005
- Guide to safety at sports grounds (Green Guide) Sports Ground Safety Authority (SGSA)
- CLG Fire Safety at Open Air Events
- Equalities Act 2010
- Health & Safety at Work Act 1974
- Traffic Management Act 2004
- Temporary demountable structures. Guidance on design, procurement, and use (3rd edition) Institution of Structural Engineers
- Safe use and operation of marquees and temporary demountable fabric structures (Revised March 2011) Performance Textiles Association (MUTA)
- Food Hygiene Act 2013
- Lifting Operations and Lifting Equipment Regulations 1998
- Construction, Design and Management Regulations 2015
- Licensing Act 2003
- Control of Substances Hazardous to Health 2002
- Data Protection Act 1998
- Working at Height Regulations 2005
- Manual Handling 1992
- Noise at Work Act 2005
- Highways Act 1980 (and amendments)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Personal Protective Equipment at Work Regulations 2002 Risk Assessments in Appendix.

Risk Assessments and method statements prepared by contractors and other suppliers, where relevant, will be collated in the Health & Safety file, held by LYT Productions, and will be available upon request.

Drug Policy

Lewes District Council and LYT Productions have a zero tolerance towards drugs. Neither condone the use of, or the dealing in, illegal drugs or new psychoactive substances (NPS) on its site; anyone found on site dealing or using any substance will be ejected from the site and Sussex Police will be called.

Local Environment and Community

It is accepted that an event of this size and nature may have some impact on the local environment and community. It is the intention of LDC that this impact is reduced to a minimal where possible.

Possible impacts include:

- Damage to site from vehicles
- Unsuitable waste management
- Excessive noise
- Impact on local traffic

Event Management

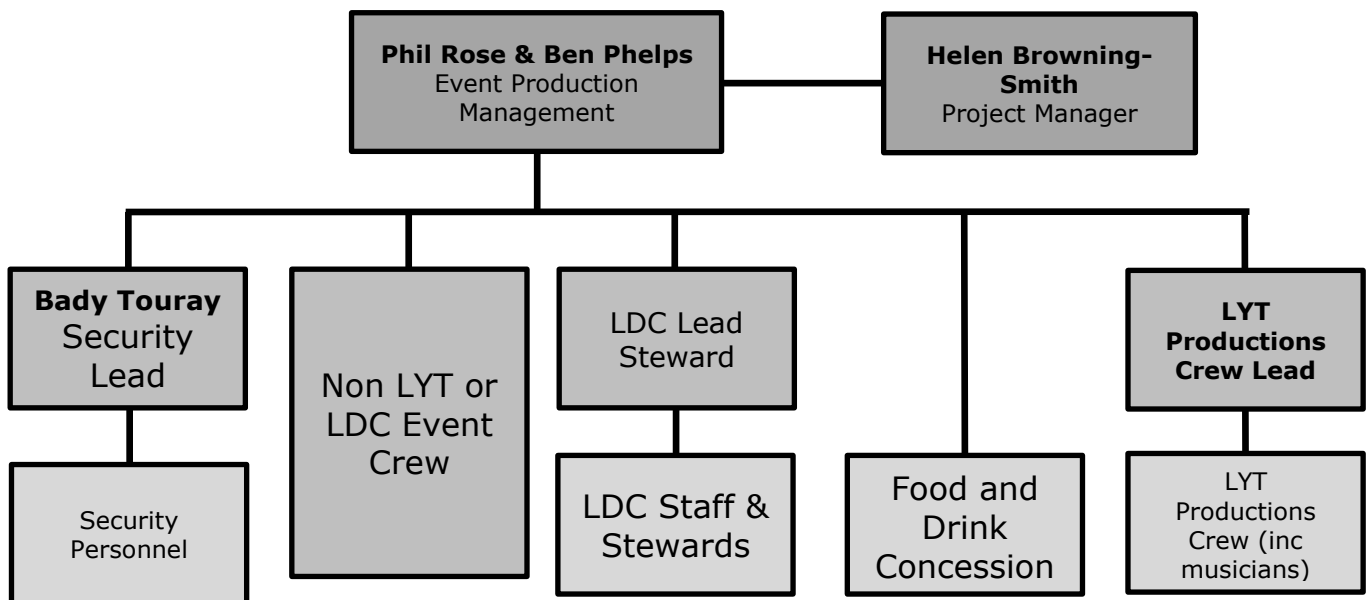
Event Management Contacts

Name	Role	Number	Email
Helen Browning-Smith	LDC Tourism & Arts Manager	01273 085022	helen.browning-smith@lewes-eastbourne.gov.uk
Phil Rose	LYT Productions – Director	07774868840	phil@lytproductions.co.uk
Ben Phelps	LYT Productions – Operations	07449869900	Ben.phelps@lytproductions.co.uk

Chain of Command

The chain of command on event day gives methods for fast tracking messages for specific monitoring of the event. All key operatives should be in possession of a communications device. The diagram below will detail the chain of command.

This chain of command is based on normal operating procedure with Helen Browning-Smith retaining overall responsibility for the event. This person may override the chain of command at any time if the situation requires. In the event that a major incident or emergency situation arises, Event Management would work in liaison with the Emergency Services or other agencies. In event of a major incident Police may take control of our event site.
Chain of Command:



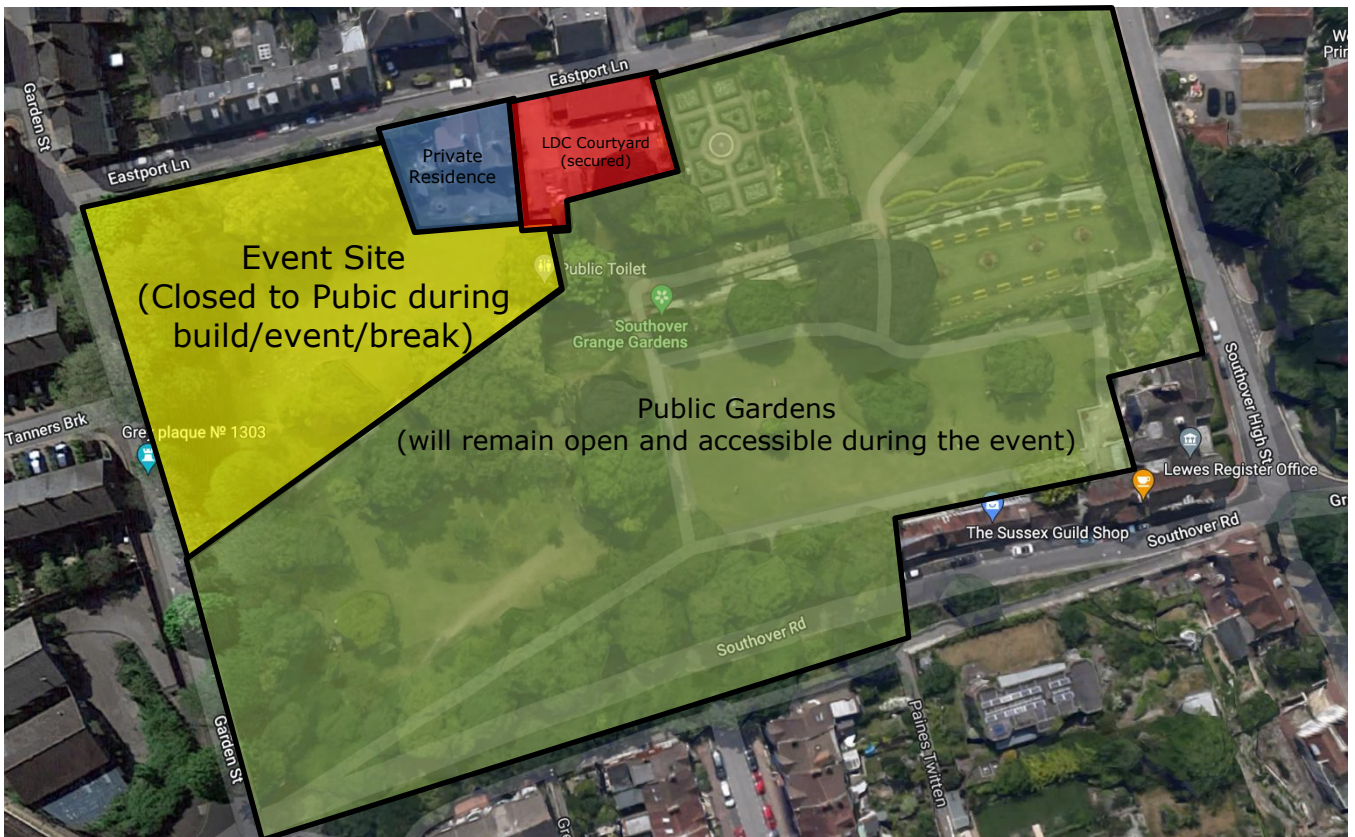
Event Schedule – ALL TBC

Date/ Time	Action	Notes
Saturday 4 th June		

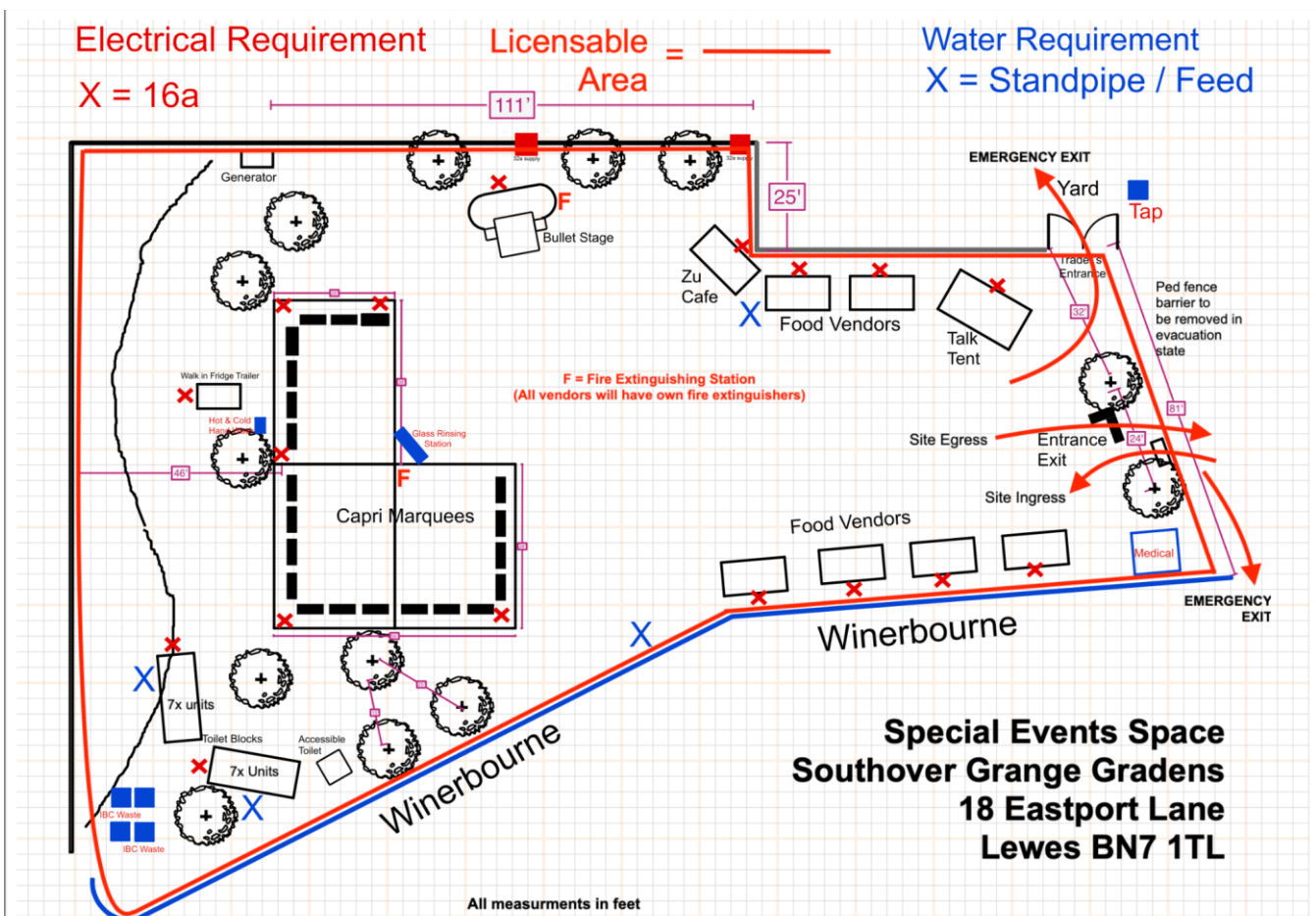
AM	On site water sample is taken	To be tested in the Lab
Thursday 9th June		
Appox. Midday	Airstream Stage Arrival	Secured in position
Friday 10th June		
AM	Marquee Erected & Furniture Delivered	
AM	Stage Set up	Airstream Stages
AM	Cups Delivery	
AM	Power Runs installed	LYT
PM	Waste Bins Delivered	LDC
PM	Toilet Facilities arrive	Gigloo - Delivered between
PM	Fridge Trailer Delivery & Set up	Barnham Trailer
PM	Water System set up	
From 6pm	Exhibitors arrival slots begin	Booked in with LYT
Saturday 11th June		
8:00	Arrival on site	LYT
From 8:30	Food Vendors Arrival	
From 8:30	Exhibitors arrival slots continue	
12:30	Medical & Security Arrive	For briefing
13:00-17:00	Session 1 Event Live (Family)	
17:00 – 18:00	Event Changeover Period	
17:00	Toilet Pump out & replenish	Gigloo
18:00 – 22:00	Session 2 Event Live (18+)	
22:30	Load Out Commences	
00:00	Work finishes for day	
Sunday 12th June		
From 9:00	Load out Continues	LYT
Monday 13th June		
AM	Collections Take Place	LYT
Evening	Site Cleared and Handed back to LDC	

Event Site

This event is located within the beautiful Southover Grange Gardens, Lewes, BN7 1TL. The event will be using a contained field on the South East side of the Grange Gardens. Once the set up has begun, the area will become out of bounds for public access, however public access to the Public toilets will be maintained.



The plan for the site is shown below:



Site Management

Site Overview

Sussex Gin & Fizz 2022 is taking place within The Southover Grange Gardens, a beautiful historic walled garden dating back to 1542 in the centre of Lewes. Originally a private garden, It is now owned and maintained by Lewes District Council. Since it has gone into public ownership, the gardens now are a popular spot in the town and hosts the Lewes Registry Office, as well as a lovely set of cafés. Most of the garden consists of grasslands with maintained flowerbeds, with the Winterbourne Stream passing through the centre. The high walls allow for shelter from most of the wind, however the centre area may be considered as exposed during particular harsh weather events. Traditionally during the summer months, the Winterbourne stream is dry, which poses a potential safety issue, this is mitigated by secure permanent fences and on site security. The area is currently, and will remain, fully accessible, although our event site is on grass.

Site Capacity and Limitations

During the event day, the site will only be open to event ticket holders, allowing us to enforce a strict capacity limit of 999. The site is an open public area, however there is a potential pinch point area, which is just outside the main entrance. The park has multiple entrances and exits, however there is only one public pathway to our event site within the park. If we feel it necessary, we would be able to stage people in other areas of the park to stagger the entrance sequence, however this would be unlikely to be needed with such a small event capacity. A “one way at a time” policy may be implemented with required with priority will always be given to those wishing to exit the area.

Site Ingress and Egress

There is are multiple public entrances to the Southover Grange Gardens from all sides, however there will only be a single public entrance and exit to our event. Vehicular and Crew access to the event will be via an LDC Courtyard/compound on Eastport Lane with access then available to the event site. Eastport Lane is a quiet residential street, however there is ample space within the courtyard to stage vehicles, if site access needs to be restricted due to space limitations. This staff entrance will also form the main emergency exit, should an evacuation be required. All site vehicle movements will be escorted by an LYT Productions Crew member. During event opening hours, vehicles movements will be fully restricted to emergency vehicles only. There will be adequate public signage to the public entrance in the local area, there is not a car park for the event, however there are multiple council car parks nearby.

Site Evacuation

If Event Management or any emergency services order a site evacuation then one of two scenario's will occur. The first scenario is a site clearance, where there is no immediate risk to life or injury. This may occur if there is a power outage or other site issue that is not considered an emergency. In this instance security and production crew would position themselves in strategic areas lining the emergency exit area and then an announcement would be made via the PA system (or via loud hailers in the case of a power black-out), for all attendee's to exit the venue via the public pathways. Security and crew would use hand signals (or torches if required) to guide attendee's from the venue and to safety. There would be security stationed at the exit to ensure that nobody attempts to enter the site and that attendee's continue down the road away from the venue. Those lining the exit will keep a calm tone and ensure that a slow but constant stream of people exit the venue in an orderly manner. If there is a risk of a rush or crushing, then the gates to the Council Courtyard will be opened, allowing for a second stream of attendee's to exit.

The second scenario is an emergency evacuation, this will occur if there is a risk to life or injury (for example a fire). In this instance security and stewards will man the entrance to each emergency exit. If the exit is safe to use then staff will let people pass, if not they will direct them to another suitable exit. Then an announcement will be made via the PA system (or loud hailers if required) to exit the site in an orderly manner. At this point crew and security will use hand gestures (or torches) to guides all to these exits. Nobody will be allowed to re-enter until it is deemed safe to do so by authorities. In this scenario, the Council Courtyard will be opened in the first instance to allow for an efficient evacuation of the public.

In all scenarios, music will be stopped and food/drink concessions will be ordered to stop serving. If there are patrons with accessible needs on site, then two members of the production crew will be available to assist.

The Rendezvous point will be outside of the Grange Gardens Cafe.

Infrastructure

Capri Marquee

A Capri Marquee (Stretch Tent) is being provided by Party on the Grass. This Stretch Tent will house the Gin & Wine traders and a small seating area for those who wish to enjoy their food/drinks sitting down. It will also provide adequate shelter for approximately 175 people.

The Maquee will be 28' x 38' (approx. 8.5m x 11.5m) and will have trestle tables with chairs. As the structure will be sitting on grass, it will be secured using industrial tent pegs. **The wind rating of the marquee is** If wind gusts are forecasted to be higher than 50mph then enhanced monitoring of the structure will be in place. If winds greater than **...mph(whatever the wind rating is)** are forecasted then the structure will not be erected. In the event that non-forecasted winds exceed **...mph** then the structure will be evacuated and a decision will be made as to whether to evacuate the site.

Toilet Facilities

Southover Grange Gardens has Public Toilets on site, which will remain for the use of the public during our event and will be outside of our event perimeter. We will be providing toilets 15 toilets via a 14 bay Toilet Unit and an accessible Portaloo, all being supplied by Gigloo. These toilets will be located in a visible area at the north east of the site The toilet unit has in built lighting in every stall and LYT Productions will install battery LED lighting in the accessible Portaloo. Only event guests and crew will have access to the event toilets, the public will still have access to the public toilets at all times. A Pump out and cleaning of the facilities will take place between sessions.



Staging and PA System

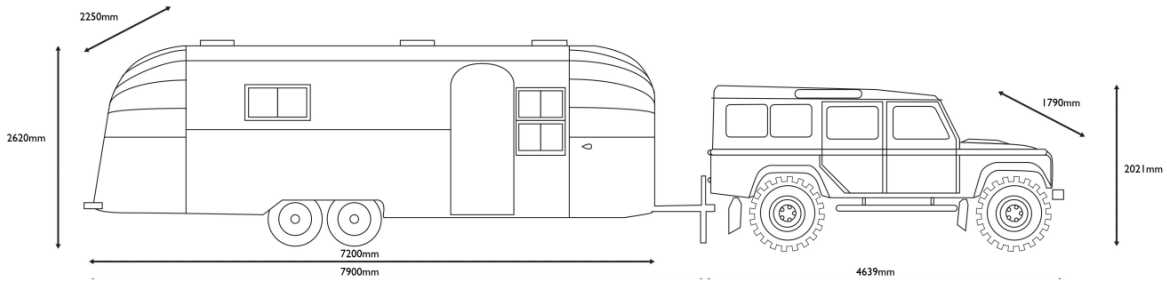
The main stage is being provided by Air Stream Stages, who are providing a Bullet Stage for the event. This stage will house all of the entertainment during the event and will be managed by LYT Productions. The PA system will be provided by Air Stream Stages and will consist of:

- FOH PA System: DAS Audio Vantec
- 2 x V2118 A - 4000W dual 18" powered subwoofer
- 2 x V20A - 1500W Bi-amplified 12" mid-high array speakers
- 2 x pole mounts / 2 x brackets / power & signal cables
- Backline support
- Audio Mixer and Stage Hand

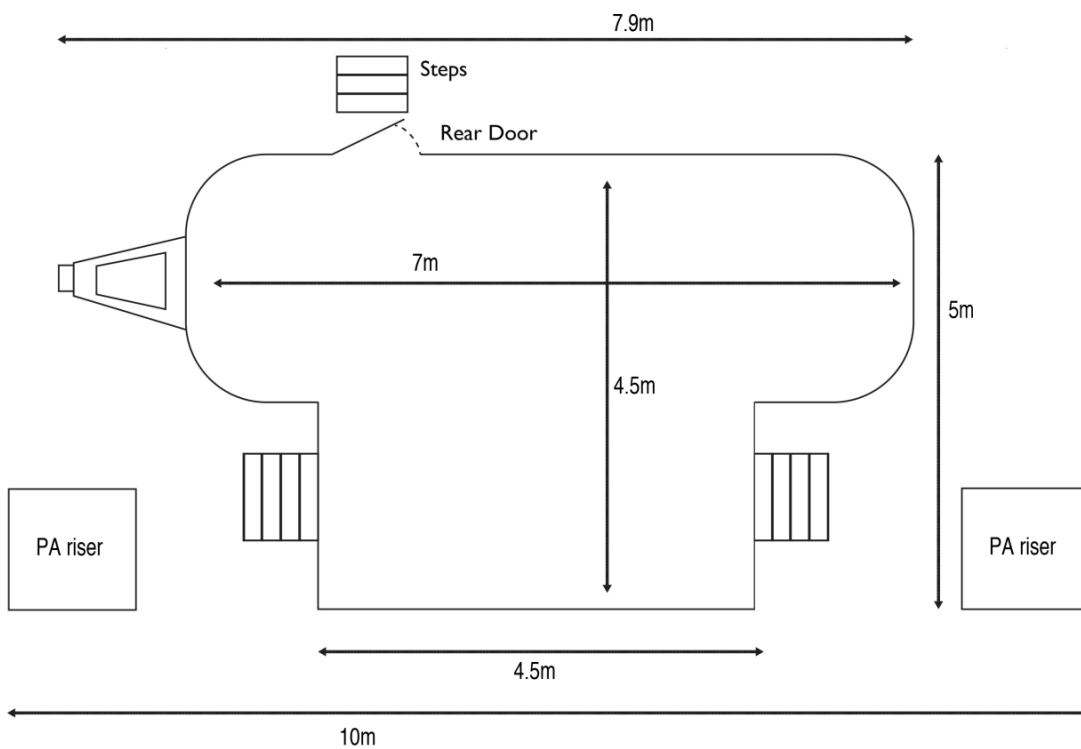
Power for the stage will be provided by LYT Productions via 16a sockets taken from the circuit in the LDC Courtyard.

This is the same stage/set up as previous LDC events.

trailer and tow vehicle:



stage floor plan:



Heating

As this event is taking place early-summer, we are not providing heating for this event. Shelter will be available within the Marquee and warming drinks will be on sale from the Zu Café unit.

Lighting

All lighting will be provided by LYT Productions and will have three distinct areas:

- The first area will be the stage, this will be lit by Stairville IP Pars, controlled by a small lighting desk by an operator. This will adequately light the stage and add to the atmosphere of the event.
- The second area is within the Marquee. We will utilise long strings of Fairy Lights and uplighters to

create a beautiful atmosphere.

- The third area is around the main event-site. We will utilise Festoon lighting around the perimeter, with extra emphasis being places on the areas where facilities and services are located. Battery Flood Lighting will be made available by LYT for emergency use.

Water

There is potable running water available on site. There is an outdoor tap with adequate pressure located within the council courtyard.. As the water supply is unmaintained and not within an established venue, LYT Productions cannot guarantee the quality of the water supply. As a result LYT Productions has hired the services of FM Event Services to test and run the water supply for this event. A water sample will be collected one week before the event and lab tested. If the water is deemed safe for consumption then piping will be ran to various locations across the site, including a glass wash station and stand pipes for vendor and attendee use. Dip tests will be taken from water samples throughout the event period. Waste water will be collected within IBC's and will be pumped out by Gigloo after the event finishes.

Wifi

Event Wifi will be installed for the event by Fli-Fi, who will utilise an exclusive 4G network to provide a secure Wifi connection to all the vendors at the event. A technician will be available during the event to assist with any wifi or connectivity issues. This wifi will be a closed network for use by vendors and staff only.

Litter and Waste Disposal

Event Litter Bins will be strategically placed throughout the site. These will consist of both general waste and recycling bins. The bins and waste management will be provided by LDC. Due to food and drinks being sold on site, it is expected that a large amount of waste will be generated, however we hope that much of this will be recyclable.

Signage

Signage will be put in place by LDC as the events promoters, prior to the event beginning. Directions to the event will also be given with each ticket sold. Within the event site, signage (including emergency signage) will be put up by LYT Productions. Signage includes:

- Challenge 21 signage, which must be visible in all areas where alcohol is sold. This signage must be provided by the alcohol vendors on site as a stipulation of their responsible vendor licencing.
- Emergency Exit Signage.
- Large Entrance Banners (include notice to have tickets and ID ready)
- Toilets Directional Signage – Including signage to the accessible unit.
- Exit Signage
- No Entry Signage
- Glass Washing Station
- Crew only area Signage

Pre/post Event Communications

All Pre-event marketing materials are being generated by LDC in association with Visit Lewes. Online Ticker Seller has been the platform for ticket sales, which allows for a comprehensive attendee contact list to be created. This means that if a need arises for any extra pre-event communications, then a GDPR compliant platform already exists to do so.

Event Day

Event Day Information

The main focus of the event is for local Distilleries and Vineyards to give out samples of their Gin/Fizz with the ability to sell bottles of their product to the public. This will be underscored by musical performances on the stage and accompanied by a wonderful food/soft drink offering. A Talk Tent will also be located on site with a program of Gin & Fizz related seminars and talks given by relevant industry professionals and traders.

Safety Plan

This document acts as the overall safety plan for the event. A site-specific risk assessment has been written for the event and event specific activities. All traders will have to submit a copy of their Public Liability Insurance relating to their activity.

Risk Assessments and method statements prepared by contractors and other suppliers, where relevant, is collated in the LYT Productions Google Drive and is available upon request.

Traffic Management Plan

There is no requirement for a traffic management plan for an event of this size.

All exhibitors will be able to access the event site via the Council Courtyard on Eastport. They will be required to park their vehicles off site.

There are multiple public car parks nearby with paid on-street parking also available. Staff and attendee's will be encouraged to use public transport and/or walk.

We will be asking all musicians and staff members to utilise public transport or car sharing to get to/from the Fort.

There will be no vehicle movement on site when the event is live.

Medical

Medical services for the event will be provided by Lone Med Ltd. They will be providing a Paramedic, with a full set of medical equipment and drugs. They will be housed within their own tent next to the event entrance/exit and will be in radio contact with Event Management. If required, they can be assisted by LYT First Aiders. They will be located within a public area and have been briefed to provide medical assistance to any that require it.

Local Hospitals

Lewes Victoria Hospital

Nevill Rd,
Lewes, BN7 1PF
01273 474153
Open 08:00-20:00

Minor Injuries unit – no A&E

This Hospital is 1 mile away from the Venue.

Royal Sussex County Hospital

Eastern Road,
Brighton, BN2 5BE

This hospital has an emergency department and is 9.6 miles away from the Venue.

Eastbourne District General Hospital

Kings Drive
Eastbourne, BN21 2UD

This hospital has an emergency department and is 15.4 miles away from the Venue.

Cleansing

Lewes District Council and LYT Productions will cleanse the site during and after the event. It is the intention to cleanse the event area and areas immediately surrounding after the event.

Bins at the event will be:

2 x 240L to be used for glass, plastic, and cardboard

2 x to be used for green goblet recyclable cups and vegware taster cup

4 x 240L general waste

All bins will be clearly signed, and the event team will monitor recycling.

The majority of waste at the event will be generated by the attendees on the live event day, with contractors being responsible for the removal of what little waste they will generate during the setup and breakdown from site themselves.

Audience waste consists of mainly litter in the terms of plastic cups and bottles, cardboard and plastic or wooden cutlery.

Recycling bins will be placed in and around the event site with signage clearly showing what can be recycled (plastic, card/paper, etc.), these bins will be regularly emptied.

Litter pickers will be used to clear both the event site and walkways to the site within a reasonable footprint during the event and post-event. Picking teams will remain on site following the removal of all infrastructures, to ensure any waste hidden behind fences or under structures is removed.

During the Event, LYT Productions will be providing stewards to clear used plastic cups and replenish stocks at the vendors. This will need to be a highly organised operation, due to the lack of storage space on site.

Noise Controls

To reduce public nuisance, Lewes District Council will ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts 1995. This is in addition to the precautions required by the Noise at Work Regulations.

The site is laid out in such a way so as to minimize the noise levels off site. All speakers and amplified sound will be directed across the park away from the closest properties. Noise levels on and off site will be monitored to ensure levels being received at agreed monitoring points do not exceed those set by Lewes District Council. All music from the stage at Gin & Fizz will start at 10:00 (for sound check) and be turned off at 22:00. A Safety Manager will be on site throughout the live event and will measure the noise levels at any identifiable noise sensitive properties.

Health and Safety

Emergency exits

In calculating the various capacities, guidance has been taken from The Purple Guide and are based on BS EN 13200-1:2003, which advises that, for a width of 1.2m:

On a stepped surface 79 people can reasonably exit in 1 minute. Whilst on a level surface 100 people can reasonably exit in 1 minute.

The site has one main entry and exit point and an additional exit through the Council Courtyard. The main exit is 2.5m, the additional exit is 2m. To evacuate 998 people in 5 minutes a maximum of 2.43m is required, there is sufficient space to evacuate the site through either entrance.

Risk Assessments

Risk Assessments for the event are in the Appendix. The function of these risk assessments are to identify sources of potential hazards and to ensure suitable control measures are put in place to order that such risks are eliminated or reduced to a manageable level thus allowing the event to proceed safely.

Any contractors will be required to submit their own Risk Assessment and Method Statement specific to their undertaking/activity. They will also have their own public and employers liability insurance that will cover their team/activities on site.

Temporary structures, stages, etc.

The Event Management have ultimate control over the design and management process of the Event.

All temporary structures will be built/installed by contractors who are competent in this area.

All TDS contractors will be required to submit a risk assessment for the building and dismantling of their respective structure.

The respective RA will outline the maximum wind levels for each structure. This will be utilized by Event Management to decide whether the site will be safe to open prior to the public being allowed on site. All structures to be operated within limits set down by technical data.

All documentation of structures to be submitted to be available for checking by Lewes District Council or other interested parties. A risk assessment is suitable if no other documentation is available.

TDS	Footprint	Supplier
Stage	7m x 4.5m	Airstream Stages
Marquee	8.5m x 11.5m (in an 'L' config)	Party on the Grass
Medical Tent	2m x 2m	Lone Med
Talk Tent (Gazebo Style)	6m x 3m	Matt's Marquees

PA System

Airstream Stage will supply the PA system for the event. All risk assessments; insurance, PAT certificates and method statements are to be supplied to Event Management prior to arrival on site. PA systems will be suitable for their environment (weatherproof).

Lighting Systems

The venue does not currently have any lighting. Atmospheric Lighting will be set up by LYT Productions and will consist of mostly Festoon and Fairy Lighting. Stage Lighting will consist of LED Wash and Moving Head Fixtures, all controlled by a dedicated lighting operator. Flood Lighting will be available to use as working light during dark periods. The feel of the event is 'high end' and this will be complimented by the lighting package.

General Mains Electrical Safety

All mains' sources to be protected, where relevant, by a Residual Circuit Device, and whenever possible make use of a single span cable from source to output. All cabling to be of a suitable rating for use intended. All connectors intended for outdoor use to be of 16-amp c-form type. All output/input and equipment to be suitably protected from unauthorised interference, and the elements.

It is not currently in the planning for generators to be used on site as all power will be provided by the venue, under the supervision of venue staff (LDC). The circuit board and trips are located within the Council Courtyard. LYT Productions will provide a 6KvA Generator as a power backup, should a power outage occur, this will allow for the PA system to remain useable.

All electrical equipment to be suitably covered, protected and suitable for outdoor use. In the event of a significant downpour, no mains electrical equipment (including that running via an inverted power source) to be used unless deemed safe to do so by venue Electrician or Event Management.

Food, Drink and Water

Communication will be issued to all the concessions to ensure they provide the correct information. All catering waste must be suitably managed.

The Exhibitors and catering outlets will be required to meet all licensing and Environmental Health Regulations associated with the event. Drinking water must be provided by Brewery Concessions and to be decanted into the PET Plastic cups.

Food and Beverage Concessions List

Food	Name	Phone	Email
Betsy's Bake	Elisa Bresciani	07876 517713	elisa@betsysbake.co.uk
Pig & Jacket	Richard Groves	07749 332236	info@pigandjacket.co.uk
Zu Cafe	Martin Thomas	01273 474447	info@zustudios.com
Kitgum	Fayaz	07958 294 983	fayaz@kitgumkitchen.com
Caccia & Tails	Elisa Furci	07747 842411	elisa@caciaandtails.com
Bars			
Orange Beach Bars	Jamie Davis	07980 770 807	jamie@orangebeach.co.uk
Coppertop Bar	Tilly & Ruaridh Wightman	07903 208195	info@thecoppertopbar.co.uk
Gin			
Ditchling Gin	Sally Wentworth-James	07858 771367	sales@ditchlingspirits.com
Generation distilling	Clare Kentish Barnes	07747 848764	clairekb@generation11.co.uk
Slake Spirits	Tom Martin-Wells	01273 457765	info@slakespirits.com
Harley House	Adam & Heidi Cowley	07498 549157	info@harleyhousedistillery.co.uk
Cabin Pressure	David Howard	01444 390557	david@cabinpressurespirits.com
Madame Jennifer	Ian Curtis	07968 316712	say-hello@mjdistillery.com
Georgie & Henners	Katie Overton-Hart	?	koh@georgieandhenners.co.uk
Birch Gin	Justin	07947 684684	jb@birchgin.com
Fizz			
Ridgeview	Cara Liddiard	01444 242040	cara@ridgview.co.uk
Artelium	Hannah Simpson-Banks	?	Hannah@artelium.com

High Weald Wine Estate	Scarlet Craske	?	scarlet.craske@highwealdwine.com
Beacon Down	Paul & Al Pippard	?	Paul@beacondown.co.uk
Breaky Bottom	Peter & Christine Hall	01273 476427	peter@breakybottom.co.uk
Henners Vineyard	Rebecca Apley	?	rebeccaapley@hennersvineyard.co.uk
Hidden Spring	David MacNally & Chris Phipps	01435 813078	info@hiddenspring.co.uk
Plumpton	Greg Dunn and Paul Harley		paul.harley@plumpton.ac.uk
Related			
Miall's Boozy	Hannah Miall	07513 183898	contact@mialls.co.uk

All drinks will be sold in uniform vessels and will be poured by the Glass. Drinks will not be served in glass vessels and will be decanted into PET plastic cups provided to attendee's upon arrival. Vegware tasting cups will be provided to traders by LYT Productions.

Alcohol purchased within the Event will not be allowed outside perimeter of the event area, this includes open bottles and cups of alcohol. Soft drinks and sealed containers are allowed to be taken offsite, if disposed of responsibly.

Alcohol Challenge Policy

No alcohol will be sold to persons under the age of 18. The event will operate a "Challenge 25" policy. No persons believed to be intoxicated will be served alcohol. Event Management and SIA Security will monitor this and support concessions in upholding the "Challenge 25" Policy.

This event is a "Closed" event, meaning that only those with tickets can attend. Photo ID will be checked at the entrance by the entrance stewards with the support of security. Coloured wristbands will be used to denote between those who are 18 or over. Individual concessions are still encouraged to check ID if they have any doubt regarding a person's age.

Any persons who appear to pose a potential threat or otherwise to members of the staff, etc. will be removed from the site by security staff. Stewards and production crew will be briefed to monitor crowd behaviour and identify any persons who appear to be intoxicated and whose behaviour may cause offence or harm to other attendees. They shouldn't attempt to remove any persons themselves, instead they should inform Event Management or one of the SIA Security team. This is the same protocol for anybody who is causing a public nuisance. If the person is found to be heavily intoxicated, then further monitoring may be required after ejection from event. This is to ensure the safety of both the ejected person(s), and members of the public in proximity. If in doubt the police will be informed.

All drinks shall be decanted at the exhibition stands and served in a plastic cup. All cans/brands sold will be identified before the venue is open to enable to security/cleaning staff to establish the source of refuse and to control alcohol abuse within the event site/venue. Anyone found to be drinking from any vessel other than these specified might then be reasonably challenged by security staff.

SIA staff will confiscate any alcohol illegally brought into the site or the attendee asked to leave until they have finished their drink. Any alcohol from confiscated containers will be poured away and the containers be responsibly disposed of.

Drinking water is available on site and will be signposted as such.

Food safety

It is recognized that catering operations pose a hazard, both to health as a result of poor hygiene practices and to physical safety from the use of LPG, electrical equipment and a variety of catering processes. For this reason, a number of control measures have been put in place.

Caterers have been asked to provide details of their local authority registration details. They will also be expected to provide insurance certificates and test certificates for their equipment. Documentation will be held by LYT Productions via their Secure Google Drive platform.

All traders will carry the necessary food hygiene certificates and provide agreed levels of firefighting equipment as a condition of entry.

Food and catering concessions will not be permitted to sell alcoholic drinks to the public.

All food traders will be available for inspection by enforcement officers of Environmental Health at all reasonable times.

Traders will be informed that they may be inspected prior to the event opening to the public by the onsite Safety Officer, and that they will not be allowed to trade if they do not pass the inspection.

Attention will be given to the positioning of any structures or vehicles within public areas, having regard to LPG supplies, electrical installations and ensuring that each trading unit, structure, or area has appropriate firefighting equipment

Food safety is the responsibility of and is enforced by Lewes District Council.

Lost and Found Children and Property Policy

Phil Rose is the event Lost Child Officer. Phil holds an enhanced DBS Certificate and will be contactable via Radio or their mobile phone (for those without a radio) on 07774 868840. Helen Browning-Smith & Ben Phelps (Enhanced DBS) will be notified to assess and action the situation via Radio or on 07920 590625 / 07449 869900

In the event of a lost child coming to the attention of the event staff (including Lost Child Officer), the following guidelines must be followed:

- Any lost child must be reported immediately to the Lost Child Officer or Event Management.
- Seek to reassure the child verbally. Take yourself down to their level and make eye contact. Do not make any inappropriate physical contact with child, although hand-holding for reassurance and to lead a child is permissible, if in a public place. Do not make any attempt to restrain a child.
- Ask a child for details of their parents/guardians. Do they have a phone they can use to call the parents? Can they give their parents' names or tell you descriptive details? Note any information down.
- Do not be left alone with a Lost Child, seek help from other staff but keep control of the situation. Try to keep to a public area, where you can be seen.
- Once you are in presence of a lost child, you are responsible for their care. Treat any other interactions that the child has with suspicion until you can confirm parental guardianship.
- Take note of the time and location of where the child was found and circulate via radio that a child has come forward as lost. Do not give out any details via any communication stream.
- Report any safeguarding concern to the Lost Child Officer, who will decide whether it is appropriate to report to the relevant authorities.
- Don't do things for a child that they are able to do themselves. Examples of this are helping them to go to the toilet or help them with their clothing.
- If a child requires first aid then present them to the Event Medical team and await with the child while any first aid is administered. If a hospital trip is required then an ambulance will be called. A radio communication will be made to all staff informing them that a lost child has been taken to hospital (this will include the name of the hospital).

If a child does not require First Aid then they may be taken to the medical tent, accompanied by the Lost Child Officer and another member of the event team. Any enquiries as to the lost child are to be directed to the Lost Child Officer but the child must not be in sight of those making the enquiries.

Once the child is safely held in the medical tent, any descriptive details of the parents, not including their names, will be communicated via radio and all staff will be asked to observe the crowd for anybody matching the description. Staff may approach anybody to ask if they have any children and if they know the whereabouts of them. If somebody approaches staff, they will be directed to the medical tent for verification. This verification can be given in two ways, the adult must give their name and DOB, which is checked with the child. They must also give the child's name and description. If this is all verified then the adult may be taken to the child, where the child will confirm that the adult is their parent/guardian. If this cannot be verified then the Police will be called in order to assist (calling 101). This phone call may be delegated to a member of the event staff to allow the Lost Child Officer to remain with the child.

The Police will also be contacted if the child has not been claimed within 1 hour of being found.

If a parent comes forward to report a Lost Child then the member of staff must immediately inform the Lost child Officer, who will then take the details of the lost child. The details must include:

- Name
- Gender
- Age
- Height
- Hair Colour/Type
- Clothing Description
- Details of where child was last seen.
- Any other relevant information (urgent medical needs etc.)
- Parent/Guardian contact information, to be used if child is located by staff.

Descriptive information can then be circulated to staff via Radio Communications. This must not include the child's name. If it is deemed urgent then a public address announcement may be made. Event Management may dispatch stewards to search for the lost child. The Parent/guardian, can then be reassured that all is being done to locate the child and they may join the search. The parent/guardian must be requested to contact the Lost Child Officer if they find their child, so any relevant parties can be stood down. If the child is found by staff then the normal found child procedures are followed.

Any and all information must be recorded in a logbook, including the names and contact details of all involved and descriptions of any and all actions taken (including time stamps). This information may be handed over to authorities, if required. Upon reuniting of parent/child, the Parent/Guardian must sign/date the log book to verify all information is correct and that they are now responsible for the care of their child.

Lost Property Policy

The focus during the event will be on the safe storage of lost items. Owners will be reunited with their property during the event where they present themselves at the Lost Property point (which is the Entrance Gate), and staff is satisfied they are the true owner.

Lewes District Council or LYT Productions will not make any proactive efforts to return property to owners until after the event. All staff or contracted personnel who receive lost items during the course of the event should:

- Take care of the item(s), transferring them to the Lost Property Point as soon as is practical.
- Note the approximate location that the item(s) was found.
- Check for any information about the owner or their contact details.
- Familiarize themselves with distinguishing details about the item (e.g. colour, type, manufacturer).

Staff at the Lost Property Point will be responsible for:

- Collecting together all items during the course of the event.
- Logging items as they are handed in, in preparation for returning to the owners either on the day or after the event.
- Confirming that persons enquiring about items are the true owners of lost items held, through verifying details about the item in question.
- Return of items to owners during the day, only where they present themselves at the Lost Property Point.

Unclaimed items still held at the Venue at the end of the event will be logged and taken into Lewes District Council office for safekeeping.

Emergencies

Emergency Procedures

On the occurrence of an actual or potential Emergency Situation the Police will be called upon to take control of the situation. Event Management will assist as necessary in the communication of essential information to stewards/security, event personnel and the general public. Loud hailers and any public address systems installed on site will be available to assist with the directing of the public in the event of such a situation.

Dependent on the nature of the situation the following flexible Emergency Response Plan will be implemented as follows:

- Any steward/security or event personnel becoming aware of a potential untoward incident or emergency situation must advise Event Management as soon as possible, preferably by radio. A concise location and situation report should be given.
- On receipt of this information Event Management will conduct an immediate and initial assessment to determine if the circumstances do in fact amount to a potential or actual Emergency Situation. If assessed as such, the Police will be immediately informed and handed full authority of the situation of the situation; otherwise Event Management will manage the occurrence as an untoward incident.
- If deemed necessary Event Management will halt any performance or activity in the relevant area.
- Radio traffic, unless essential will be restricted to that between the initial caller and Event Management. Event Management to instigate any deviation from this protocol.

Event Management will advise stewards/security of their appropriate post Emergency situation reporting procedure.

Alerting Procedures

The stage PA systems in the outdoor arena with loud hailers will be used to communicate to the attendees. Event management staff and emergency services will utilize radio communications.

Means of Raising Alarm

A system of radio communication will form as the main communication between Event Staff and will enable the Alarm to be raised quickly. The PA will be used to advise attendee's of any action they should take or reassure if the event is of a minor nature. Pre-written PA messages will be available for use, if required.

The Rendezvous Point is outside the Grange Gardens Café.

General Fire Precautions

It is important that all guests and staff are protected from fire risks and that equipment and facilities provided do not present a fire or ignition risk.

Lewes District Council and LYT Productions will ensure that their operations and activities are set up in such a way as to avoid fire hazards where possible and to take steps which are necessary to protect life and property should a fire occur. Each contractor will be responsible for avoiding fire hazards and informing event management, should any unavoidable situations occur.

No staff or attendee's will be allowed to smoke in any enclosed working area, temporary structure, or other designated non-smoking area.

No vehicle will be parked in a manner to obstruct any exit or emergency vehicle access route. Event equipment, etc. will not be stacked or stored as to obstruct exit doors, stairs or escape routes.

Extinguishers will be provided to any areas where a residual risk of fire exist i.e. the main points of egress from structures and around direct power supplies etc. and instructions or training given to relevant staff where required.

A separate Fire Risk Assessment will be completed prior to the event taking place, with a dynamic Risk Assessment being undertaken throughout the event by Event Management.

All food concession units to be equipped with a minimum of one suitable fire extinguisher and one fire blanket. This should be within their own Fire RA, which will be inspected by Event Management prior to event opening.

Event personnel should only tackle any fire provided it will not endanger their own life, and only once the immediate area has been evacuated.

All sources of power, batteries, and cabling for lighting, sound, power etc. to be of a suitable type/rating for use. Combustibles to be kept to a minimum across the site.

It is essential that any fire, even if extinguished, be reported to the Fire Brigade immediately.

Fire Evacuation Procedure

Fire Exit signs will be displayed at each exit and attendees will be alerted via the PA system. Attendees will be told to exit the event site and meet outside the Grange Gardens Café on the other side of the park. The event medical team will be responsible for casualty clearance.

Panic and Crushing

As the event is mainly open air, the risk presented by a fire is more limited due to the rapid dissipation of smoke and gasses and the limited effect of conducted heat. However, due to the bridge across the Winterbourne Stream, the risk of crushing caused by the rapid movement of the crowd still exists and it is therefore important to maintain control of the occupancy of this specific area and to keep access routes free of unnecessary obstructions. Particular attention needs to be paid to entrance stanchions and prevent obstructions being placed on routes (chained bikes, etc.) without thought.

Terrorist / Bomb Threat

Given the nature of the event, the risk of terrorist activity is considered negligible. However, considering the constant heightened security concerns, stewards/ security and event personnel must remain alert to the potential risk involved. All event personnel would be expected to remain vigilant regarding such a threat, and to be on the lookout for any suspicious acting people and packages as detailed below. In the event of witnessing any, or being made aware

of any suspicious activity, they should assess the situation, recording all details of suspicion and then contact Event Management with said information immediately. If the situation remains suspicious then event control to immediately contact the relevant emergency services.

Suspicious Packages & Vehicles

Even without the receipt of a specific bomb threat, ALL Event Personnel must remain alert to the possibility of suspect packages or vehicles in and around the event vicinity. If a suspicious package or vehicle is discovered, it should not be touched or moved. Event Management should be notified as soon as possible. However, personnel that identify a suspect package should follow the guidelines below. Radios and mobile phones must be switched off within an appropriate distance to the suspect package.

Ensure that the package/vehicle remains under surveillance and is not disturbed until the appropriate authorities investigate. Event Management will notify police immediately. As well as with bomb threats, the Police will be responsible for the co-ordination of any response to a suspicious package or vehicle. Whilst waiting for the emergency services to be deployed, the Event Management will identify the extent of the area(s) that need to be evacuated, the routes by which this should take place and the routes by which any relevant emergency vehicles will approach, which would mostly likely be via Eastport Lane.

Off Site Incident/Collateral Damage

If an incident takes place off site, regardless of whether it is related to our events activities, Event Management will take steps to protect any attendee's or staff. This will be a fluid and dynamic assessment, as each individual incident is different. This could include (but not limited to):

- Lockdown of venue (nobody goes in or out)
- Closure of Event
- Staged exits from event (to allow for a small and manageable crowd to exit)
- Allowing use of event medical team to assist with another incident.

In each case, communication will be given to the staff and public. This will avoid panic and reduce the risk of any undue hazards occurring.

Injuries Caused by Vehicle Movement

Only emergency service vehicles or vehicles with special authorization from Event Management will be allowed to enter the event site via Eastport Lane while the event is live. A banksman will be provided for all site vehicle movements, regardless of time. Other stewards may be utilized to assist with emergency vehicle movements, as required.

Event Inspection

If considered necessary, a time will be agreed to allow all relevant persons and agencies to inspect the 'event site'. Regardless of the presence of external authorities, Event Management will conduct a site safety walk prior to the event going live.

Insurance

Any other person or company operating in connection with the event will be required to provide evidence

of Employers and/or Public Liability Insurance, and Products Liability cover if necessary, to the Event Manager on request.

Lewes District Council is providing Public Liability Insurance for the event.

Adverse Weather Policy

Gin & Fizz is an event, which is taking place outdoors with Dry space is available for all attendee's via the use of a Marquee and Talk Tent.

Weather forecasts will be monitored in the days leading up to the event. If an adverse weather event is forecasted then Lewes District Council will meet to make a decision as to whether the event takes place or if the event is still able to run in a reduced capacity. Safety will be the main driver behind any decision made. If an unexpected weather event occurs during event hours then a show stop may be utilized to allow staff and attendee's to shelter in place until the can be inspected and a decision made on the resumption of activities.

If an event cancellation or limitation occurs then ticketholders will be suitably communicated to via email and social media. As this is a one off event, a cancellation or limitation is a final resort, that should only be utilized once all other avenues have been explored. Stewards and Security teams will still be asked to attend the site (if safe) to help inform any attendee's that were did not receive the cancellation communication and to assist with securing the site. If there is time and it is safe to do so, then concessions will be encouraged to leave .

The logo for LYT PRODUCTIONS is displayed in white on a black rectangular background. The letters 'LYT' are large and bold, with 'PRODUCTIONS' written vertically in a smaller font to the right of 'YT'.

LYT
PRODUCTIONS

www.lytprocautions.co.uk

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Event Risk Assessment

Venue: **Southover, Grange Gardens, Lewes, East Sussex, BN7 1TL**

Build: **Friday 10th June 2022**

Event: **Saturday 11th June 2022**

Get out: **Sunday 12th June - Monday 13th June 2022**

Risk Assessment produced on behalf of LYT Productions by Ben Phelps. Edited and Approved by Phil Rose.



VERSION 1 – Last Edited 3/5/2022

Introduction

This event risk assessment covers all aspects of the event but is to be read in conjunction with the Event Management Plan. In addition, individual suppliers' assessments and method statements, especially when dealing with aspects of greater risk such as working at height must also be examined.

The nature of the event will require continual and dynamic risk assessment, and enforcement of control measures. This is a responsibility of all contractors on site. Action to ensure compliance must be taken by any management personnel. Event Management will take the lead in this and enforce as appropriate. In undertaking the risk assessments, the following approach has been adopted:

- Gather information
- Identify risks
- Consider control measures appropriate to identified risk
- Evaluation of residual risk

The risk assessments are not, therefore, final, but do give an indication of the appropriate measures that are incorporated into the event plan. The following risk assessments indicate that whilst the event venue (Southover Grange Gardens, Sussex) has suitable safety features suited to mass gatherings; the usual crowd control, safety design and management features that one would associate with any typical outdoor event will be implemented. It must be appreciated and understood that there will always be the potential for public safety problems. Whilst considerable effort has been spent in identifying significant hazards and control measures the hazards can generally be summarised as:

- Overcrowding and crushing of attendees in the immediate event area.
- Fire at the event area from event equipment.
- Fire in a location on event site not associated with the event resulting in emergency response and impacting on transport management.
- Severe adverse weather conditions.
- Serious medical emergency.

This Risk Assessment is for the overall event. Each installation will be required to submit a full and comprehensive risk assessment for any elements they are responsible for.

Risk Rating Matrix

The risk assessment is written using a 5 x 5 Risk Matrix. The Risk Rating is calculated by multiplying the likelihood against the severity. 1 indicates low and 5 indicates high e.g. A likelihood of 4 which is probable against a Severity of 2 would give you an overall risk rating of 8 which would be rated as a low risk.

Severity

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

1. Extremely Unlikely
2. Possible but unlikely
3. Conceivable
4. Probably would happen at some time
5. Almost certain to happen

Severity

1. No or minimum injury – No equipment or property damage
2. First aid treatment on site – minimal equipment or property damage
3. First aid treatment off site – equipment or property damage
4. Major injury or hospitalisation - Localised equipment or property damage
5. Fatality - Extensive property or equipment damage

Likelihood

S = Severity L = Likelihood R = Risk Rating (S x L = R)

1-6 LOW RISK *Action is required to lower the risk. Time effort and money must be proportionate to the risk*

7-15 MEDIUM RISK *Action is required to control the risk. Immediate short-term measures may be required*

16-25 HIGH RISK *Action is required urgently to control the risk. Further resources are almost inevitable*

Risk Assessment

Hazard	Who is at Risk	Cause of Hazard	Risk Index	Control Measures	Risk with Controls
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			S	L	R		S	L	R
Slips, Trips and Falls	All	Site is within a walled park with grassy surfaces and tarmac pathways. The site is mostly flat, with a small hill at one edge. The Winterbourne Stream runs through the site and is protected by a fence.	3	4	12	Unsafe areas are out of bounds during the event. Ground conditions constantly monitored. Sufficient Lighting provided in all event areas. Spills and litter cleared promptly with regular patrols by event Crew. Removal of slip & trip hazards promptly. Site is designed so minimal amount of cables cross pathways and all cables are covered or flown. Event Management to check all event furniture etc. are suitable and properly set up. Stage surface kept clean and dry. Furniture/ décor positioned so as not to block any main route. Security to monitor those who display signs of intoxication. Medical team on site to treat injuries.	3	2	6
Unsafe Working Practices on Site	All	Unsafe working practices can cause serious injury.	4	3	12	All contractors required to submit method statements and risk assessments for their specific role prior to being allowed on site. Only professional, competent contractors to be used. All contractors and Crew working on site to receive a site-specific briefing covering site rules and site specific hazards. Event Management and Production Manager to ensure safe working practices are adhered to including the use of correct PPE.	4	2	8
Incorrect Storage of Materials	All	Materials can be damaged by weather or spill into public areas	3	2	6	Materials can only be stored in pre-determined and secure locations. No public access allowed to storage areas. LPG to be securely stored in well ventilated areas. RA's provided by food vendors, which will cover individual storage of LPG.	3	1	3
Physical Installation Failure	All	Falling structure, failure of integrity of structure	3	4	12	All installation structures to be tested on site for load and position before event. Larger structures to be erected and risk assessed by contractors and signed off with hand over certificate. Crew constantly vigilant and all structures checked regularly.	3	2	6
Vehicle Movement on Site	All	Site is all mostly grass with Tarmac pathways. Vehicular entrance to site via double width gate. Risk of	5	3	15	Site can on be accessed by vehicles during pre-determined times. Speed limit is strictly limited to 5mph. Pedestrians are given priority, over vehicles. All	5	1	5

		collision or damage to site or vehicles.				vehicles will be accompanied by a banksman from LYT productions, who will walk in front of each vehicle. The banksman will ensure the route is clear of hazards and will work with the driver to ensure suitable clearance of all buildings and plants. Pathway may be temporarily closed to pedestrian access if large amounts of vehicles are anticipated.			
Temporary Structures	All	Multiple Temporary Structures will be erected on event site.	4	2	8	All temporary structures provided by experienced and reliable contractors who will erect the structures with competent individuals, using correct PPE. Site-visits have taken place prior to get in to determine feasibility of structure. Supplier will provide sign off upon completion. Proof of suitable Public Liability Insurance and Risk Assessments will be provided. Area will be inaccessible to public during the erection and dismantling of temporary structures. Structures will be rated to withstand potential wind gusts in exposed locations. Maximum safe wind speed will be provided to Event Management upon erection of structures.	4	1	4
Working at Height	Crew, Contractors	Injury from falling from height	5	3	15	All working at height to be eliminated where reasonably practicable. All working at height to be undertaken using "The Work at Height Regulations 2005" and using safe practise. Any ladders or working platforms to confirm to LOLER. No persons will work at height alone.	5	1	5
Manual Handling	Crew, Contractors	Strains, sprains and other related injuries. Damage to infrastructure.	4	3	12	Only trained, competent Crew to be used by contractors and LYT Productions. Equipment appropriate to the task to be used. Trolleys available where possible. Ground conditions of MH route to be visually assessed prior to any MH.	4	2	8
Electrical Installations and Cables	All	Possibility of Electric Shock, Trips, Burns.	5	2	10	Use a reputable and competent person to install electrical equipment – i.e power distribution, stage, sound system. Power use will be planned for each area and include redundant power. Electrical equipment to comply with Electrical (Safety) Regulations 1994 Electrical portable equipment to be	5	1	5

						PAT tested within a year prior to the event date and certified as safe for use by a certified competent person. All cables used and connected to provide power supply to be RCD protected to withstand outdoor use in inclement weather. LYT Productions to oversee all electrical installations.			
Crowd Management inc. displaced public	All	Inappropriate behaviour in a public space. People under influence of alcohol/ substances. Southover Grange Park is located within a residential area.	3	3	9	Competent SIA qualified security presence inside the event. Event management and security to monitor visitors and public for signs of anti-social behaviours and drink / drug misuse. Call for assistance from Event Security team and Police, if required. Ensure Medics are on site to deal with any physical assaults. Create a family friendly environment with the atmosphere of the event. Alcohol will be served on site for attendees. Crew prohibited from drinking alcohol during or before work. Medical providers informed and trained to work with drug cases. All drugs to be confiscated on sight and users to be removed from the site and reported to authorities. Event Production trained in emergency crowd management. Crowd asked to leave quietly and respect neighbours of the venue.	3	2	9
Inclement or Extreme Weather including reduced visibility	All	Risk of medical incidents – hyperthermia, sunstroke, increased risk of slips	4	2	8	Monitor forecasts in days leading to event and constantly monitor during. Consider scaling back or cancelling event. Ensure suitable clothing worn by Crew– waterproofs, layers or sun block and hats. Water will be available for use. Weather contingency event schedule will be created.	4	1	4
Noise	All, including residents	Hearing damage. Upsetting residents.	4	2	8	Sound systems have been designed to not be a nuisance for the local community. Event Management will monitor the wind direction and advise audio technicians as appropriate. Loud noises will not be sustained and will not go above safe levels (132db). Immediate properties will be informed of event in advance and invited to attend.	4	1	4
Emergency Evacuation	All	Overcrowding, crushing, being trapped.	5	2	10	Site is on an open area within high walls. Capacity is monitored and only ticketed attendee's, crew and	5	1	5

						traders will be permitted entree. Site planned to ensure entrances and emergency exits are kept clear of obstructions. Stewards briefed on emergency evacuation procedures. All persons will be directed to nearest exit by Crew. Emergency messages will be delivered by event crew and stewards and via the PA system, which can be made loud enough to provide PA coverage of the event site.			
Medical Emergency	All	Risk of individuals unable to locate and receive needed medical attention	3	2	6	First Aider available during build/break. On Site medical team hired for event times to deal with on-site medical situations. Medical Crew to be located in visible location on site. Medical personnel to be in radio contact with Event Management in order to respond to emergency calls.	2	2	4
Natural Hazards located on or near to the site	All	Winterbourne Stream passes through site	5	2	10	Stream is protected by fences and warning signs. Dangerous areas will be out-of-bounds to attendee's and will be monitored by event security. Suitable lighting used to monitor.	5	1	5
Crewing	Crew, Contractors	Fatigue, stress, inability to respond adequately to situations.	3	3	9	Crewing to be scheduled to allow suitable breaks for all with adequate relief when needed. Toilets and Water provided plus private production space for break purposes.	3	1	3
Waste Storage	All	Multiple Recycling and General Waste Bins will be located around the Site.	3	2	6	Regular Patrols will be made by event crew to check the status of bins and empty regularly. Bins will be located in sheltered areas to minimise risk of being blown over. Larger Euro style bins will be located centrally to decant waste into until collection by Lewes District Council. Secure LDC Courtyard to be used as a secure storage location for waste until collection.	3	1	3
Intoxicated Persons	Attendees	Multiple areas where alcohol will be consumed	4	3	12	Security will monitor all persons on site and highlight those at particular risk of injuring themselves or others. traders are not to serve those who are obviously intoxicated. Medical Staff on site and prepared to deal with alcohol related injuries. Challenge 25 Policy in place with adequate signage.	4	2	8

Fire Risk Assessment

1. Ignition Sources

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Static Vehicle on Site (Contractors)	Vehicle Fire	All	4	2	8	Limited Vehicles access to site. Vehicles movements controlled by Production Management and to be escorted by a Banksman who will ensure that vehicles are parked in a location with sufficient space from any structure.	4	1	4
Electrical Equipment	Electrocution/ malfunction/ improper use / Electrical Fire	Crew, Contractors	4	2	8	Ensure that all electrical supply and distribution points for equipment are in good working order. All equipment to have been PAT tested within one year of use. Productions Management will complete and sign off all power runs and monitor power throughout the event. Restricted access to electrical equipment to trained personnel only. Stewards and personnel trained to recognise fire hazards. Ensure all Crew are aware of highlighting the correct responses. Provide adequate fire extinguishers (CO2) and fire blankets adjacent to equipment.	4	1	4
Electrical Supply	Electrocution/ burns/ electrical fire	Crew, Contractors	5	2	10	Restricted public access to power distribution. Only competent persons permitted in these areas where possible. Electrical supply to be monitored by Site Electrician.	5	1	5
Fire Bowl Flame	Fire/ Inhalation	All	4	4	16	Fire Bowl to be constantly monitored and maintained by production crew. Crew to be in radio contact with Productions Management. Fire Extinguisher located within reach of crew. Weather conditions monitored and fire extinguished if weather determinates.	4	2	8

Arson	Major Fire	All	5	2	10	Monitoring of whole site by Production Crew, Stewards and Security. Event team to prevent build-up of waste in vulnerable areas.	5	1	5
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2. Sources of Fuel

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Decorations	Fire	All	4	2	8	Decorations will be made with fire retardant materials. Suppliers to ensure all relevant fire retardant standards will be applied to all decorations. All decorations to be positioned away from likely sources of ignition.	4	1	4
Combustible waste	Fire	All	4	2	8	All refuse bins to be regularly checked and cleared as necessary by Production Crew. Bins to be positioned in areas sheltered from the wind.	4	1	4
Firewood Storage	Fire	All	4	2	8	Firewood to be stored in a secure area, away from all ignition sources.	4	1	4
Flammable liquid/spills	Fire	All	4	3	12	Any flammable liquids will be approved prior to bringing onto site. A record will be kept of these Liquids to be stored safely in Event Control including MSDS and COSHH Sheets as necessary. Event team to respond to any spillages, using sand as an absorbent. Event Control will contact ESFRS and the Environmental Agency if further assistance is required.	4	1	4

3. Fire Detection & Warning

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Fire developing unnoticed	Fire	All	5	2	10	All Crew, Stewards & venue staff to be briefed prior to the event. Regular patrols by Stewards and Event Crew. All Crew/Stewards to remain vigilant.	5	1	5
Failure to evacuate all persons in the event of a significant fire	Fire/Crushing	All	5	2	10	Event Management lead Evacuation Communications. Stewards and Crew, in key areas on site to be briefed on evacuation procedures, prior to the event. Event PA and Stewards will make evacuation announcement. Event Crew, Stewards & all other key event personnel to have full briefing of the evacuation procedures and be made aware of key areas of concern. All key Crew briefed of the development of any situation. Event PA's and Fire Alarm system may also to be used to alert members of the public. Emergency Response Team to be rapidly deployed to take control and manage any significant situations. Authorities to be contacted immediately.	5	1	5

4. Fire Fighting Equipment & Facilities

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Fire Extinguisher failing to perform	Fire	All	4	2	8	All extinguishers to be checked prior to event by supplier. Spot checks to be undertaken. Other extinguishers located within site.	4	1	4
Incorrect use of fire extinguishers.	Fire / Personal injury	All	5	2	10	Only Crew who have received training to use extinguisher, ensuring they are using the correct type of extinguisher for class of fire. Where possible no extinguishers to be used until Emergency Services are present. All extinguishers to be in Crew only areas.	5	1	5

Inadequate provisions of fire appliances and crews.	Fire	All	5	2	10	Fires requiring Emergency Services will be reported to Event Management. Event Crew & all other key event personnel to have full briefing of the all-emergency procedures.	5	1	5
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5. Escape Routes

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Obstructions of emergency escape routes & exits	Fire / Crushing	All	5	2	10	All Crew briefed on emergency exit & escape routes prior to the event. Open nature of site means that alternative routes are always nearby.	5	1	5
Uncontrolled evacuation of area	Crushing / Tripping	All	5	2	10	Event Crew & Stewards to be fully briefed on all emergency and evacuation procedures. Adequate number of Crew and stewards recruited for the event. Event & Production Crew & Contractors to be fully briefed upon arrival including specific emergency procedures and site map. Productions Management to check throughout the day that Crew and Stewards are aware of the evacuation procedures in their area.	5	1	5
Members of the public unfamiliar with the site	Crushing / Tripping	All, including Public	5	2	5	Adequate Stewards at entrance to ensure that only ticket holders enter the site.	5	1	5
Vulnerable attendees	Crushing / Tripping / Separation of Groups	All	5	2	5	All Event Crew to be aware of any of the visitors requiring additional support during an evacuation. Production Management to provide personal for personal evacuation plans, if required.	5	1	5

Dear Licensing Officer,

I write to ask you to deny a licence as applied for by "Visit Lewes" for the proposed annual event "Gin and Fizz" to use the public space of the Grange Gardens in Lewes.

I write in a 'what's best for all' mode and not in a combative one.

The Bye-laws, which would have to be temporarily jettisoned to allow it, are posted there in the Grange Gardens, and actually deny in general the purposes for which the application asks – namely –

The sale or consumption of alcohol,

The use of live "music" amplified or otherwise,

The audible use of radios or similar devices playing recorded music,

The carrying-on of a private business for private gain.

The gardens are a haven of wildlife and offer a rare excellently-kept beautiful and tranquil place where all, but especially parents and young children and babies, can relaxedly enjoy a shared safe place free from potential health risks of dogs, irresponsible threatening noisy dangerous behaviour by hooligans, delinquents, and drunks.

To grant such a license would -

-Create traumas to the wildlife there –especially the squirrels and birds which are a great attraction for visitors and locals alike, and provide an opportunity for very young innocent children to safely engage in closer connections with, and to learn to respect, the animals and nature of our planet.

-Deny the residents living nearby and the Garden users their right to their quiet enjoyment of their homes, private gardens, or the Grange Gardens.

-The loud amplified music becomes forced on people whether or not they want it, whether or not it is even to their taste. And no particular music will be music to everyone's ears and taste. For some it will simply be noise pollution, and from 10am to 10pm, not even just an hour or two. And the sound carries far depending on the prevailing wind –I have experienced that amplified music on the school's playing fields could be heard at the Station St / Southover Rd corner.

- Set an unwelcome precedent for the future that will potentially be used to claim further sites or further similar uses of the same site.

- Set an unwelcome example before children from noon to 10pm that could seduce them to think it ok also to consume alcohol or drugs, since the behaviour of adults models the behaviour of children around them.

-For mere commercial reasons encourage the consumption of alcohol by anyone, but especially by the vulnerable and those whose health and faith in society is at a low ebb in these difficult times.

Alcohol, like tobacco, compromises the immune system and gives only a few short hours of forgetting one's problems –those not addicted to either should be discouraged from damaging their health with them rather than being enticed to unnecessarily buy them and later on perhaps become a burden to themselves and the over-stretched healthcare system. There are already many pubs and drink venues in Lewes for those who wish to drink.

-Deny a large part of the public space to any member of the public without a ticket to enter the fenced –off event area.

-Set an unwelcome side-effect that the children think it ok to “do what I want behaviourwise and noisewise, without respect and regard for anyone else”. There is already an intermittent tendency for school youths to hang around the western benches of the gardens in the hours after school and before closing -some groups obviously harmless, but some that seem on the edge.

So –

I can imagine that in these times especially, raising money for the Council is a major issue and a balancing act. My suggestion is that a licence only be granted, not as applied for, but in a hired indoor space –the Town Hall or some other approved indoor venue which excludes access by underage minors, does not harm neighbours, animals or nature.

I have no wish to deny people their choice of any entertainment or pastime – provided it causes no harm and, as the police say, people do their duty to “keep the peace” and do not disturb the peace.

I wish all well, health and happiness.

Yours sincerely,

F. Everett

Lewes resident